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## UNITED STATES CIVIL SERVICE COMMISSION

## BUREAU OF RETIREMENT AND INSURANCE

WASHINGTON 25, D.C.

YOUR REFERENCE

December 18, 1963

## HEALTH BENEFITS OFFICER INFORMATION BULLETIN NO. 6

The following items are furnished for your information and appropriate action:

1. New address of the Civil Service Commission. All Headquarters offices of the Civil Service Commission are now located in the new Civil Service Commission Building at 1900 E Street, N. W., Washington, D. C. 20415. The telephone number for all health benefits inquiries is 343-6384 (Code 183, Extension 6384).
2. New Federal Personnel Manual. General health benefits information now appears in FPM Chapter 890. FPM Supplement 890-1 contains detailed information and instructions for technicians--employees whose work involves day-to-day operation of the Health Benefits Program--and agencies should have distributed copies of this Supplement to all such employees. These issuances became effective November 17, 1963. Permanent instructions on the Health Benefits Program will henceforth appear as revisions of FPM Chapter 890 and FPM Supplement 890-1 and all holders of the Manual Supplement will receive revisions as they are made.

The Bureau of Retirement and Insurance always welcomes any comments or suggestions you might have for improving the Chapter or Supplement.

3. Schedule of Subscription Charges. Installment 1 dated September 30, 1963, of FPM Supplement 890-1 contains the Schedule of Subscription Charges effective November 1963. The new schedule supersedes the old schedule. Each payroll office must have this new schedule in order to make proper salary withholdings and contributions for health benefits. Some additional copies of the new schedule are available and if you need extra copies to distribute to your payroll offices, let us know and we will make them available while the supply lasts.

4. Informing employees about the health benefits program. Some agencies have found it desirable to put information of continuing interest about the health benefits program in the agency's news bulletin, newsletter or other publication. We think it is important that employees be reminded from time to time of various aspects of the program. We will include in these Bulletins information which should be relayed to employees, and call your attention to it when we do.

As the first such item, employees in family enrollments should be reminded that they must change to self only when they are the last family member covered. If an employee fails to make a timely change, his family coverage and the higher deduction continue until he changes to self only even though there is no family member eligible to receive benefits. A change to self only cannot become effective until after the SF 2809 is filed, and it is up to the employee to submit the form. A retroactive change in these cases is not permissible.

5. Follow-up on nonpay status cases. As stated in Section S8-4 of FPM Supplement 890-1, agencies should maintain a follow-up system to enable them to notify an employee and his carrier of termination of enrollment upon the employee's completion of the 365th consecutive day in nonpay status. SF 2810, The Notice of Termination, should be prepared promptly upon completion of the 365th day in nonpay status and all copies distributed immediately. We recently had a case in which the agency did not send timely notice of such a termination. Unaware that coverage had automatically terminated upon completion of the 365th day of leave without pay, the employee continued to claim--and the carrier continued to pay--benefits. Since subsequent recovery of the benefit payments works a hardship on the employee involved, every effort should be made to assure that employees and carriers are notified of the termination promptly.
6. 1963 Open Season. The Bureau of Retirement and Insurance appreciates the cooperation and extra effort of the agencies in preparation for and during the open season.

Sincerely yours,

*Andrew E. Ruddock*

Andrew E. Ruddock  
Director

Through this series of bulletins, we hope that important information about the Health Benefits Program will be passed along to employees of personnel and payroll offices who have responsibilities for administering the Health Benefits Program. If additional copies of the Bulletins will facilitate getting this information to the right places in your agency, please call Code 183, Extension 6384 and we will send you additional copies.